

# Transit – Supervisor of Planning & Scheduling

## Transit Department

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<b>Job Number</b>	TRT 8-12
<b>Position Overview</b>	Reporting to the Director of Transit this position is responsible for all aspects of transit planning including developing and monitoring routes, timetables, driver schedules and special event service. This position is also responsible for the planning and supervision of the bus stop/shelter program and marketing program.
<b>Responsibilities</b>	<p>Developing short and long term transit service changes, driver run cuts, driver work paddles and transit schedule updates. Completing field studies and passenger surveys (including but not limited to boarding and alighting studies, travel times surveys, etc.) to determine passenger load factors, time interval of runs, adequacy of service, location of bus stops; observes traffic movements and flow to assist scheduling. Developing and supervising capital budget bus stop/shelter installation and maintenance program, current budget contract cleaning and maintenance services related to Bus Shelters and Stops. Controls bus stop sign placement and replacement. Preparing and monitoring annual capital budget and current budget.</p> <p>Approving appropriate marketing tools, new marketing strategies to increase revenue generation and ridership, annual marketing plans and co-ordination of special events. Updating the multi-year accessibility plan. Transit policy, technical research and development. Prepares detailed analytical reports to committee and council.</p>
<b>Requirements</b>	The successful candidate will have a 3 year University Degree or Community College diploma in Transportation Engineering Technology, Transportation Planning or related field. In addition, they will have 5 years experience in Transportation, Planning with 3 years experience in Municipal Transit Planning, Operations and Supervision. Strong report writing and analytical skills required.
<b>Salary Range</b>	\$70,103 to \$87,629
<b>How to Apply</b>	Applications are only accepted on-line. <b>To apply:</b> Go to <a href="http://www.burlington.ca">www.burlington.ca</a> . Click on “I want to “, and then click on “Apply for a job at the City”, Click on “View Jobs”.
<b>Posting Close Date</b>	February 14, 2012

*We thank all applicants and advise that only those to be interviewed will be contacted.*

[www.burlington.ca](http://www.burlington.ca)



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